

School Transportation

Transportation Safety and Training Annual Data Report (EFT-21 form) (A District Submittal)

Instructions With FAQs – Update 08/17/16

When is NEO Transportation training available?

Classroom training is provided each year at the annual State School Transportation Conference. It typically occurs during the **3rd week in July** at the Sugarloaf Conference Center, Carrabassett Valley, Maine. Check the MAPT website at: <http://maptme.org/wp/> under information/conferences/annual conferences for the latest updates. Also, watch for an announcement during the summer that will be posted in the Maine DOE News. All school Transportation Directors should attend.

What is the Transportation Safety and Training Annual Data Report (EFT-21)?

The Safety and Training Annual Data Report is one of 6 steps (request a bus, receive approval, report the bus purchase, report a bus approval cancellation, submit the safety and training annual data report, and submit the vehicle annual data report) required to participate in the Maine School Bus Purchase Program. The Safety and Training Annual Data Report is an annual year-end transportation report submitted by public school districts and schools that receive state funds. The report provides data on school bus driver training and employment and student school bus training and safety. These two report categories include information about emergency evacuation drills, student training on safe riding practices, driver training, driver employment and crashes.

When is the Transportation Safety and Training Annual Data Report (EFT-21) due?

Each year the Transportation Safety and Training Annual Data Report opens **July 1** and closes **October 15**. This annual report provides data for the fiscal year (FY) that closed on June 30.

Note 1: all annual year-end school transportation reports (EFT-21, EFT-24, and EFM-43) are now due on the same date, October 15.

Note 2: The Transportation Safety and Training Annual Data Report (EFT-21) is being transferred from MEDMS to NEO. For that reason, the FY16 (July 1, 2015 to June 30, 2016) year-end safety and training data due date has been extended to **December 31, 2016**.

Statutory authority for state reports is found in Title 20-A, section 6801-A, subsection 2: “Authority to withhold state subsidy until reports are received. Notwithstanding any other provisions of law, if a school administrative unit has failed to file the reports by this Title in the format and within the time periods specified, the Commissioner may withhold state subsidy payments until these reports are received.”

Where is the Transportation Safety and Training Annual Data Report (EFT-21) located?

The Safety and Training Annual Data Report is located in NEO under the “**Transportation**” tab. Click on the “Annual Data” tab and select “Safety and Training (EFT-21)” report.

How is the report completed?

Enter data in each cell of the report.

Who has access to the Transportation Safety and Training Annual Data Report (EFT-21) report?

The district superintendent, business manager and transportation director have access to the Transportation Safety and Training Annual Data Report.

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Where are instructions located?

Instructions for each school transportation report are located on the Maine DOE Reporting Calendar:

<http://www.maine.gov/doe/reporting/calendar.shtml>

How do I certify my report before it is submitted?

We recommend that the superintendent review the Safety and Training Annual Data Report entries with the transportation director.

How do I confirm that the report was submitted?

Districts can confirm submittal of their Safety and Training Annual Data Report through the “Missing Reports” page on the Maine DOE Reporting Calendar page at this link:

<http://www.maine.gov/doe/reporting/pastdue.shtml> .

When was NEO Transportation launched?

NEO Transportation launched November 1, 2013. Updates and refinements are implemented as needed.

Who do I contact for assistance?

Contact the Maine DOE helpdesk at medms.helpdesk@maine.gov for your login, password or technical issues.

Contact Pat Hinckley at pat.hinckley@maine.gov for details about the content of the report and technical questions.

Contact your district IT department and the Maine DOE helpdesk (at medms.helpdesk@maine.gov) if you have technical difficulty with the NEO system.

What Maine statute and rule govern the School Bus Purchase Program?

The statute is Title 20-A, sections 5401 and 5402. The rule is 05-071 chapter 81. See the Maine DOE School Transportation website: <http://www.maine.gov/doe/transportation/laws/index.html>

What is the website link to the Maine DOE School Transportation page?

<http://www.maine.gov/doe/transportation/>